

**ST MATTHEW'S PRIMARY SCHOOL  
FULL GOVERNING BODY - MINUTES OF MEETING  
WEDNESDAY 10<sup>th</sup> JULY 2019 at 18.15 pm**

**PRESENT:**

Z Thorn (ZT)	Chair
A Gurria (AG)	
N Perry (NP)	
D Lucarelli (DL)	
L Walker (LW)	
John Parkin (JP)	
C Bates (CB)	
K Hehir (KH)	
J Murphy (JM)	
R Herbane (RH)	
R Mottershead (RM)	
M Tinkler (MT)	
T Davies (TD)	Headteacher
L Steel (LS)	Assistant Headteacher
A Lewis (AL)	Assistant Headteacher
K Spencer-Allen (KSA)	Assistant Headteacher

**CLERK:** E Silver

Item	Agenda Item	Action
	<p><b>WELCOME</b> The Chair welcomed everyone to the meeting.</p>	
1	<p><b>APOLOGIES FOR ABSENCE</b> There were apologies from: C Mills (CM) K Blencowe (KB) R Warwick (RW) It was noted that the meeting was quorate.</p>	
2.	<p><b>DECLARATIONS OF DIRECT/INDIRECT PECUNIARY INTERESTS</b> There were no additional declarations of interest.</p>	
3.	<p><b>GOVERNANCE</b></p> <p><b>a) Election of Chair and Vice Chair</b> The meeting was advised by the Chair that as previously notified she was standing down at this meeting and invitations to take on the role had been requested. There had been one nomination prior to the meeting and there were no further nominations at the meeting. The nomination was for the role to be filled by having Co-Chairs; Rosa Mottershead and Deborah Lucarelli who would split the responsibilities of the role.</p> <p><b>The FGB voted unanimously to approve the appointment of Rosa Mottershead and Deborah Lucarelli as Co-Chairs.</b></p> <p>A question was asked about how this would be implemented at meetings at which they are both present and it was agreed that one of them would agree to chair each meeting. It was agreed that Rosa Mottershead would act as Chair for the remainder of the meeting. Zoe Thorn was thanked for her hard work as Chair over the last 4 years.</p>	

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	<p>As previously advised Carole Mills will not be seeking re-election as a governor and therefore a new Vice- Chair is also needed. It was agreed that the election for this post should take place at the next FGB meeting in October and nominations for the post were invited from the non-staff members of the FGB.</p> <p><i>Mark Tinkler arrived at 18.25</i></p> <p><b>b) Governors Terms of Office Ending and Co-option and Recruitment</b>  The meeting was advised that the following terms of office finished in the Autumn term: Z Thorn, C Mills, L Walker, Kevin Blencowe, Mark Tinkler, Neil Perry. It is important that the process is carefully managed, and appointments are made in a timely manner to ensure that quoracy is maintained. In addition, terms of office for A Gurria and R Mottershead finish in May 2020.</p> <p>Z Thorn, C Mills and L Walker have all advised that they will not be re-standing for election but ZT has offered to serve as an Associate Governor to enable a smooth transition period for the new Chairs.</p> <p>The proposal is that Rosa Mottershead and Angel Gurria should be appointed as Co-opted governors when these positions become vacant since they both hold positions of responsibility as Co-Chair of the FGB and Chair of the TLO Committee. In addition, there had been a strong field at the last Parent Governor Elections and one unsuccessful candidate, Chris Jagger, had valuable skills as an accountant and it was proposed that he should be appointed as a co-opted governor when the post became vacant.</p> <p>This would leave 2 vacant Parent Governor posts and an election would be held in the Autumn term plus 1 vacancy for a Community Governor. It was noted that CM had been a Local Authority governor and the local authority may have a list of people they wish to nominate for the post and need to be consulted. Both LW and KB had originally joined the Board as LA governors, whilst Carole Mills was initially appointed as a Parent Governor before becoming a LA Governor. Discussion will take place with the other governors coming to the end of their terms of office to determine if they are willing to be re-elected. It was agreed that co-opted members</p> <p>The governors noted the importance of maintaining diversity in the appointment of the co-opted members, to ensure that there were governors on the Board who were neither staff nor parents. A local contact who works with young people was suggested as a someone who could be approached with a view to maintaining independent governors without direct links to the school. It was agreed that the co-opted member appointments would be made at the October FGB meeting.</p> <p><b>Action: Contact local authority to see if they want to propose someone to replace CM or whether they would accept a choice made by the FGB</b></p> <p><b>Action: Parent governor elections to be held early in the Autumn term</b></p> <p><b>c) Head Teacher's Performance</b>  TD advised the meeting that Val Palmer (VP) will be retiring from her post as local authority (LA) advisor and it is unclear who will replace her. She has been a very valuable part of the local authority offering and without this expertise being included it is harder to determine whether the services offered by the local authority represent good value for money. The cost includes access to an LA advisor (including support with the Head's performance management review) plus access to leadership briefings and a discount on local authority courses. If the school did not take up the local authority service, then they would need to identify an independent advisor to work with the governors on the Head teacher's annual performance management. One of the governors asked if VP would be willing to</p>	<p>Head/ Clerk</p> <p>Head</p>

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	<p>do this as a consultant after retirement since she would have up to date knowledge of the school and it was agreed that this should be considered. In addition, if she were not able to do this, she might be able to recommend other consultants. Bethan Reeves from the Kite Trust was also suggested, and it was noted that she has appropriate experience as an ex-Chair of Governors. The local authority will continue to visit all schools to do "keeping in touch" days even if we do not take up their services. It was noted that if St Matthews and other schools do not take up the services then the local authority will diminish further until it is no longer viable and St Matthew's and other schools would have no alternative than would to become an academy.</p> <p>It was noted that the Head teacher's Performance Management Committee (HTPMC) is a rotating group of 3 governors. RM has completed her cycle of 3 assessments and will stand down this year leaving DL and AG and a vacancy, which needs to be filled by one of the non-staff governors (MT would also be excluded from eligibility). RH advised that he would be willing to take on the role and it was noted that he would need to attend the next training course.</p> <p><b>Action: RH to undertake Head Performance Management training</b></p> <p><b>d) Governor Training</b> It was noted that RW has attended the Governor Induction training. It was noted that JM had missed out on this training but that having been in post she may no longer benefit from attending.</p> <p>RH asked about the School Complaints process and was advised that this had recently had minor updates which had been covered at the recent termly briefing. The required changes will be included in <a href="#">revised procedure that will come to the governing body when the model policy has been published by the Local Authority</a> <del>the EPM model document that is updated annually.</del></p>	RH
4.	<p><b>MINUTES</b></p> <p><b>a) Minutes of FGB held on 1<sup>st</sup> May 2019 and</b></p> <p>The minutes of the 1<sup>st</sup> May 2019 were approved as a true and correct record with the following corrections:</p> <ul style="list-style-type: none"> <li>• Section 3 - title and text incorrect – should refer to minutes of <b>14<sup>th</sup> March 2019</b></li> <li>• Section 5 - 1<sup>st</sup> bullet point should start "<b>Three</b> teachers ....."</li> <li>• Section 10 – 2<sup>nd</sup> line on p6 should read "the school works"</li> </ul> <p><b>b) Matters Arising &amp; Agreed Actions update</b></p> <ul style="list-style-type: none"> <li>• Letter has been sent by Chair of Governors to the Education department – no response to date.</li> <li>• There is no Link Governor for Bullying and Harassment so minutes need to be changed to indicate that "a governor will review this area termly". It was agreed by the meeting that this should be a standing item on the agenda for the termly meetings between the Chair and the Head to ensure that the action is not lost.</li> <li>• TD confirmed that he now has all the information needed to send out the email regarding the Pollution working group. He advised that the County Council is currently looking at traffic free zones near school. A number of local councillors are interested in this topic, but it was noted that it is a very complex issue.</li> <li>• TD noted that he would re-circulate the SFES Audit since there had been some confusion and there were still outstanding responses.</li> </ul> <p><b>Action: SFES audit to be circulated to governors for completion and return to school office electronically or paper copy asap</b></p>	Head

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	<p><b>Action: RM will send out information about on-line training in the Autumn to all governors</b></p> <p><b>c) Minutes of the TLOC held on 13<sup>th</sup> June 2019</b>  The minutes were presented to the meeting. The Clerk was advised of the following typos:</p> <ul style="list-style-type: none"> <li>• Section 8 Page 4, 2<sup>nd</sup> bullet point - hoped not hope d</li> <li>• Section 10 Page 5, 3<sup>rd</sup> para – Fulbourn Primary not Fulbourn rimary</li> </ul> <p>The Board were advised that at this meeting:</p> <ul style="list-style-type: none"> <li>• Angel Gurria had been appointed as the new Chair</li> <li>• The meeting had looked in detail at the School Development Rubric for the Peer Review.</li> <li>• Reviewed Link Governor visits including planning outstanding visits, assignment of governors to vacant posts and what the governor is looking to achieve during their Link Governor visit. The meeting had also looked at a recent Maths visit report and the meeting had commended RM on the quality of the report.</li> </ul>	RM
5	<p><b>Headteacher's report</b></p> <p>The contents of the report were presented to the meeting in 2 sections; update on miscellaneous news followed by an update on Statutory Assessments and impact on the School development plan.</p> <ul style="list-style-type: none"> <li>• <b>Funding</b> continues to be a focus with a continued high profile on TV and radio, in particular the responses have been targeting claims made about increased funding. TD circulated the paper he has put together and sent to the BBC highlighting local inaccuracies in data presented by the DfE. This paper has been sent to the local authority to confirm accuracy. It was noted that per pupil funding has decreased by £57 since 2015/16.</li> </ul> <p><b>Action: Funding Information Paper to be put on school website under funding campaign</b></p> <ul style="list-style-type: none"> <li>• <b>The new Ofsted framework</b> for September 2019 has recently been published and TD has attended a Headteacher's conference at which the National Director outlined the key issues in the new framework. Currently St Matthew's would still be exempt as an outstanding school. The focus of the new framework is more on curriculum development rather than narrow statutory assessment outcomes an area that St Matthews has already been focusing on, including training for our curriculum leaders. In answer to a question TD advised that an Ofsted inspection could be triggered by a Safeguarding issue, a desk top review of data identifying an issue or simply by random sampling. In addition, the school can invite Ofsted to visit. He advised that the new process appears to be an improvement since it is less data driven and the methodology correlates well with what the school is already doing in terms of 'deep dives' into a couple of subject areas and triangulation of information through interviews with staff and pupils, assessment data and scrutiny of work.</li> <li>• <b>Sports Management</b> – TD highlighted that there are significant changes next year in the way Sports Clubs and lessons are managed. Lisa Woolfe will be taking over from Premier Sports to deliver PPA PE lessons and will continue to manage After School sports clubs. However, coaches will be paid by the school for the hours worked rather than keeping the income from the clubs they manage. This will increase the amount of administration for the school but result in better control an income for the school of between £10-15K. The only exception to this will be the 1 club a day that Lisa herself runs as a qualified coach. There may be an increase in the cost of attending clubs and the autumn term will be a period of</li> </ul>	Head

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	<p>transition while these changes bed down, but it is anticipated that the quality of provision will improve. Free places for Pupil Premium children will be continued.</p> <ul style="list-style-type: none"> <li>• <b>Staff changes</b> – Ruth Platt is leaving after a very long period of service and will be greatly missed as a Reception teacher. There will be a book circulated for governors to sign and an invitation to her tea party for those who knew her as a staff governor. She has also provided a great service in managing PSHE and the School Council. Zoe Schuler will retain her 2 days as SENCO but has resigned her 1-day teaching and this will be picked up by Katie Hehir<sup>2</sup> who is currently doing 4 days a week. This means the school is fully staffed for September</li> <li>• <b>Attendance</b> – over 96% for the year – full report in October including data on persistent absences. In answer to a question the governors were advised that currently there are 26 children who meet the Persistent absence criteria but that this will get worse as the end of term is approached.</li> </ul>	
6	<p><b>RAISING STANDARDS</b></p> <p><b>a) Statutory Assessments 2019 – initial outcomes</b></p> <p>The Head teacher presented a summary in his report of the statutory results for EYFS, Year 1 Phonics, KS1 and KS2 Writing (results available to date). It was pleasing to note that the confidence the school has about the improved methodology for teaching Maths is reflected in this year's results where there is significant improvement. The Head congratulated all teachers involved in teaching maths including the Curriculum Lead and the Assistant Head LS who has taught one of the groups. The use of Maths Mastery has been very successful, and it is anticipated that there will be increased benefit as pupils come through the school who started this method of working earlier. There has been good progress with results in all areas above national averages in every measure to date. It was noted that the Open TLOC meeting in the autumn term will look at these results in more detail, but it is not anticipated that the school will get official progress scores until December – too late to be useful in setting the plan for next year.</p> <p>The Chair of Governors commended the school, the Head and Leadership team and all staff on the excellent results.</p> <p><b>b) School Development Plan</b></p> <p><b>Review of Progress on SDP 2018-19 and development of SDP for 2019-2020</b></p> <p>Within the Headteacher's report there is a summary of good progress in all areas of the SDP including</p> <ul style="list-style-type: none"> <li>- Good progress has been made in identifying and implementing action plans for Maths and English.</li> <li>- Plans are in place for implementing Character Education curriculum next year.</li> <li>- STEPS Behaviour Management is proving successful and has been well received. Training will be implemented for new staff so that they understand the concepts.</li> <li>- Next term the plan is to look at and refine Statement banks for Foundation subjects. Subject Leaders will be writing new Action plans in the Autumn</li> <li>- Peer Review has been postponed till Autumn term but was reviewed in detail by the TLOC at last meeting.</li> <li>- Disadvantaged Learners – action plan for Pupil Premium children including daily work on Mrs. Wordsmith programme. This approach has been trialed in Fenland schools where significant correlation between talking at home and literacy has been established. The aim of this programme is: <ul style="list-style-type: none"> <li>i) extending vocabulary – 3focus words/week to understand and apply in writing</li> <li>ii) exposure to good texts by reading aloud at the end of the day</li> </ul> </li> </ul>	

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	<p>- Outdoor learning – work done on improving the Foundation stage playground done with support from PTA – Much praised by Val Palmer, LA advisor. Forest School area (Jungle) construction has begun funded by Kids R Us and funding from the FA has been secured for 75% of costs to develop the Cage area (MUGA) with new pitch and fencing in summer 2020. Access at weekends will be through an external gate from Broad street using a key code. Work is being done to source the remaining £20k via potential grants, sports club income and Sports Premium funding.</p> <p><b>Link Governor Reports</b></p> <p>AG carried out visits in March to look at Literacy and SEND in March. These visits looked at the issues arising rather than focusing on a data review. AG noted that the biggest issues in both areas were the impact of the financial pressure that the school is under.</p> <p><b>Literacy</b> - School has traditionally done well at Reading but there was a dip last year. One of the Assistant Heads is now looking at records to ensure that adequate number of statements are covered to meet age related expectations. There is a support programme in place to help children identified as falling behind. The large number of books that need replacing is increasing each year. A budget of £20k would be needed to make a significant difference in this area. It was noted that the budget for books covers some consumables such as the spelling books needed for the Mrs. Wordsmith programme. A staff governor advised that the quality and variety of books held in the library mean that some children no longer go and look. A suggestion was made that parents could be asked for donations, but the meeting was advised that when this has been done the books donated are generally several years old and therefore do not help the situation and there are often multiple copies of a few books. Governors noted that it was sad if financial pressures were impacting on children's ability to discover excellent books and they were missing out on the enjoyment of reading. The suggestion of a sponsored event was also made but it was felt that there are already multiple requests for the school for finance and the school would be unkeen to add another one. It was noted that the anticipated small increase in funding next year should allow a budget to be set aside for this priority area.</p> <p><b>Action: Staff and governors to investigate ideas for funding purchase of more books in the coming year</b></p> <p><b>SEND</b> – AG reported that it is clear that the cut in finance has disproportionately affected SEND children. The positive news is that the SENCO felt that staff were managing well with fewer resources but if the school had additional funding then a priority area would be more support for mental health and emotional issues. Currently there is a school counsellor who works both with small groups and on a 1 to 1 basis as appropriate and an occupational therapist who can offer an intense high quality programme, but resource is very limited and at risk. Currently there is an increasing number of children needing higher level support which is not available. In answer to a question the Board were advised that in any one year there would be approximately 10% of children throughout the school who would benefit from this type of support. It was noted that the STEP programme currently used is a therapeutic approach to behavior management. If money were available, the most effective resource would be a Social worker who could work with children and free up teacher's time that is currently being spent dealing with issues.</p>	<p>All</p>

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7	<p><b>SAFEGUARDING GOVERNOR CHECKLIST: INITIAL DRAFT</b></p> <p>A copy of the responses given by the school to the County Council annual audit was distributed to all governors in the papers for the meeting. This form is completed by the Safeguarding Assessor (AL), with input from the Head and the Safeguarding Link Governor (LW). The purpose of this audit of safeguarding is to identify any areas where action is required, and this is used to compile an Action List. The information is provided to the Council by submission of an online form. It was noted that governors have responsibility for Safeguarding and the following actions identified include:</p> <ul style="list-style-type: none"> <li>- Job description for new Safeguarding Link Governor (to be appointed in Autumn) to include termly check</li> <li>- Review governor's Induction to ensure Safeguarding adequately covered and consider interdiction of induction pack being provided</li> <li>- Safeguarding training for all current governors</li> <li>- Regular Child Protection slot on all TLOC agendas and at least annually on Board Agenda when Annual report is presented (October meeting), together with Safeguarding Policy.</li> <li>- Outstanding DBS Checks for governors to be completed</li> </ul> <p>TD advised the Board that the School secretary always keeps the required Central register up to date as required.</p> <p>It was also noted that both the governors who have done the Safer Recruitment training will be stepping down, so this training needs to be scheduled for governors in the Autumn.</p> <p>MT advised that he is looking at Safeguarding requirements for another project and is happy to <del>take on researching Safeguarding responsibilities and provide information to the new</del> be the new Safeguarding Link Governor in the Autumn</p> <p><b>Action MT to be the new Safeguarding Link Governor</b> <del>Unclear exactly what Mark offered to research</del></p> <p>The Board and staff thanked LW for all her hard work as Safeguarding Link Governor.</p>	MT
8	<p><b>DISCUSSION RE PRACTICE RE CLASS ROTATION</b></p> <p>TD advised that last year classes within a year had been rearranged over the summer. He has now been asked by a parent what the school policy is and whether this happens at the end of specific years. Currently the <del>practice is to review all year groups each year to see if it would be beneficial to reorganize classes rather than to have a policy where certain year groups will regularly have their classes reorganized, re is not a policy and the action last year was taken to resolve specific situations.</del></p> <p>He has discussed what the impact of routinely rearranging classes at schools that have implemented this policy. As a result of these discussions he has decided that the school should not have a policy for the following reasons:</p> <ul style="list-style-type: none"> <li>- <del>Requires time and increases workload to consider and make correct changes at regular intervals</del></li> <li>- <del>We review this annually for all year groups and for the most part decide it would not be in the best interests of the cohort as a whole to be reorganised although most years does not believe it is the right thing to do</del></li> <li>- St Matthew's has a high turnover and new children change the class dynamics anyway and this cannot be accounted for</li> <li>- Creates expectations and locks school into making the changes at certain times - may force changes at the wrong time or unnecessary changes to keep to the schedule</li> </ul> <p><del>Except in exceptional circumstances it is easier to keep the class the same throughout the school</del></p>	

**Commented [t1]:** I think Mark just meant that he was developing some expertise in this area as he was conducting his research for another project and was happy to be our new Safeguarding Link Governor.

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	<ul style="list-style-type: none"> <li>- Changes are <a href="#">occasionally</a> requested for individual children, but school must consider entire cohort</li> <li>- Aware that there can be benefits such as acquiring <a href="#">skills</a> in making new friends but not adequate to bring in policy</li> </ul>	
9	<p><b>FORWARD PLANNING – GOVERNING BODY MEETINGS 2019/20</b></p> <p>FGB – Wed 9 October at 18.15 – leaving governors to attend as final meeting  Resources – Wed 30 October at 18.00  TLOC - Thurs 28 November at 17.30 – open meeting to review data  FGB – Wed 11 December at 18.15  FGB – Wed 11 March 2020 at 18.15  FGB – Wed 6 May 2020  FGB – Wed 8 July 2020</p>	
12	<p><b>AOB</b></p> <p><b>Single Use Plastic Policy</b> – Caroline Bailey (CB) would like to discuss with Governors. School Council also to be consulted</p> <p><b>Action: RH to discuss Single Use plastic policy with Caroline Bailey</b></p> <p>The Head and Governors thanked the outgoing Chair ZT and outgoing Safeguarding Link Governor (LW) for all their hard work during their time in office.</p> <p>The Governors asked for thanks to be passed on to Ruth Platt for all her hard work during her long service at the school. The Head advised that there would be a bring and share tea party to wish her farewell.</p> <p>The Board asked for their Congratulations to be passed on to all staff on the excellent set of SATs results. They also thanked the Assistant Heads for all the extra work they had taken on in stepping up to cover the Head's sickness absence.</p>	RH
13	<p><b>SCHOOL IMPROVEMENT ACTIONS AND OUTCOMES FROM MEETING</b></p> <p><b>The FGB voted unanimously to approve the appointment of Rosa Mottershead and Deborah Lucarelli as Co-Chairs.</b></p> <p><b>Actions</b></p> <ul style="list-style-type: none"> <li>- Head to contact local authority to see if they want to propose someone as Local Authority governor or whether they would accept a choice made by the FGB</li> <li>- Parent governor elections to be held early in the Autumn term</li> <li>- RH to undertake Head Performance Management training</li> <li>- SFES audit to be circulated by Head to governors for completion and return to school office electronically or paper copy asap</li> <li>- RM will send out information about on-line training in the Autumn to all governors</li> <li>- Funding Information Paper to be put on school website under funding campaign</li> <li>- Staff and governors to investigate ideas for funding purchase of more books in the coming year</li> <li>- MT to <a href="#">become new Safeguarding Link Governor</a><del>research Safeguarding requirements</del></li> <li>- RH to discuss Single Use plastic policy with Caroline Bailey</li> </ul>	



The meeting closed at 20.50

Signed:..... Date:.....

